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EMS TRANSMISSION
Instruction Memorandum No. BC-2002-013
Expires: 09/30/2003

To: All Washington Office and Field Office Officials
From: Director, National Business Center
Subject: Cancellation of Central Funding
Program Area: National Uniform Program

Purpose: This Instruction Memorandum (IM) informs all states and centers that the National Uniform Program will not be centrally funded in FY 2002 as it was in FY 2001. In addition, the state's/center's 2001 centrally funded carryover has also been eliminated. As a result, the Bureau's Budget Strategy Team directed that the states will be responsible for uniform funding in FY 2002.

Offices should verify that the appropriate cost code structure is being used on employees' uniform draw-down cards. The Special Interest Project Tracking Code UNFM will continue to be used when uniform apparel is purchased.

Policy/Action: The current uniform policy was approved by the Executive Leadership Team (ELT) in September 2000 and conveyed to the organization through Instruction Memorandum (IM) 2000-186. FY 2002 is the second year of the policy's implementation, which institutes mandatory uniform wear for positions identified in the policy. The change in funding does not change this new mandatory policy. State Uniform Coordinators are responsible to ensure state budget personnel are aware of the change in funding responsibility.

Timeframe: This IM is effective immediately.

Budget Impact: State/Center budgets will be affected. Offices will be required to fund uniforms from their FY2002 base funding allocations.

Background: Uniform central funding was established to support the new uniform policy. This fund was allocated \$1.2 million during FY 2001; from this amount a total of \$525,000 was expended by the states during the first fiscal year. However, the Bureau's Budget Strategy Team has now decided that funding for uniforms will be the states' responsibility in FY 2002.

Manual/Handbook Section Affected: This IM affects Manual Section 1103 - Uniforms.

Coordination: The change in program funding and the related need for a change in cost coding was coordinated with the National Uniform Program Manager, the National Uniform Committee, and the Business and Fiscal Resources Directorate (WO 880).

Contact: For further information on the BLM Uniform Program, please contact the National Uniform Program Manager, Shirley Campbell, at 303-236-3586.

Signed by:
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